



## CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

**CLASS:** Treasury Program Manager II  
**TENURE:** Permanent  
**TIME BASE:** Full-Time  
**SALARY:** \$5857- \$7064

Under the general direction of the Manager of the Conduit and Financing & Investor Relations Section (CFIRS), the Treasury Program Manager II (TPM II) provides a wide range of support to the Public Finance Division's outreach programs in the areas of customer service, public finance professional and client relationship development, and PFD operational programs.

### **DESCRIPTION OF ESSENTIAL FUNCTIONS:**

- Supervise staff responsible for administering the Investor Relations Program, the Small Business/Target Business Enterprise Programs, the pool programs and other operating programs.
- Outreaching to the Investment communities, disseminating information according to SEC regulations, conducting investor meetings, working with rating agencies, administering Request for Qualifications to establish pools, evaluating qualifications and performance of service providers, overseeing the minority-owned, women-owned, and disabled veteran-owned firms who participate in the TBE program.
- Assisting in the certification of applicant firms, coordinating the dissemination of information regarding the TBE program, and administering the TBE outreach program. Act as special advocate for PFD in staff recruitment and development, and client relationships. This includes target recruitment, a comprehensive staff training and development program, and a complex client-base billing program.
- Manage the Legislative Program for the PFD's position on various legislation impacting the financing programs of the department, and recommending the department's position on legislative matters. Manage the day-to-day operations of PFD such as maintaining budget control and other administrative matters.

### **DESIRABLE QUALIFICATIONS:**

- Experience working with all levels of management
- Excellent interpersonal skills
- Strong organizational and analytical skills
- Ability to accept multiple assignments and meet critical deadlines
- Ability to quickly acquire technical knowledge
- Computer skills, (Microsoft Word, Excel, Access or similar "windows-based" compatible applications)

**CONDITIONS OF EMPLOYMENT:**

Fingerprinting and background check are required.

**WHO SHOULD APPLY:**

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have employment list eligibility as a Treasury Program Manager II may apply.

This position is subject to the SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office and the Authorities and Commissions are encouraged to apply if interested in the position. **ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.**

**PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY (i.e., list eligibility and score, SROA, surplus employee, reinstatement, etc.). Also, list the number "820-540-4225-003" next to the classification on your application/resume, i.e., (TPM II 820-540-4225-003). If you do NOT indicate the source of your eligibility, you may not be considered for an interview.**

**FINAL FILING DATE:**

**Until filled.**

**SUBMIT APPLICATIONS TO:**

Judy Hansen  
Personnel Office  
State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

**IF YOU HAVE ANY QUESTIONS, PLEASE CALL:**

PUBLIC (916) 653-3100  
CALNET (916) 453-3100

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